

APPENDIX C **A-E CONTRACTING PROGRAM CHECKLIST**

DISTRICT _____

DATE _____

REQUIREMENT	REFERENCES (EP = EP 715-1-7)	YES/ NO? REMARKS
1. Is acquisition planning for A-E services fully coordinated among all pertinent functional elements and reflected in the project management plans?	FAR 7.102 EFARS 7.102, 7.103 EP 2-1.b, 2-2.a, 2-7	
2. Is there an Overall Acquisition Strategy that addresses A-E IDCs?	EFARS 7.1(S-101)	
3. Are preselection and selection board chairpersons properly appointed and qualified?	EP 3-3.c(1), 3-6.b	
4. Are preselection and selection board members properly designated and qualified?	EP 3-3.d, 3-6.b	
5. Is selection approval authority properly delegated?	EFARS 36.602-4(a) EP 3-3.c(2), 3-11.a	
6. Is A-E contract negotiation a team effort among the KO, technical personnel, contracting specialists, and others?	EP 4-1.a, 4-4.a(1)	
7. Are engineers and architects who are primary participants in A-E negotiations properly trained?	EP 4-4.b	
8. Are streamlining techniques being effectively employed?	EP Appendix M	
9. Are there written procedures for preparing, reviewing and approving A-E performance evaluations?	EP 6-4.a	

REQUIREMENT	REFERENCES (EP = EP 715-1-7)	YES/ NO? REMARKS
10. Is there a system for tracking when A-E performance evaluations are due and when they are completed?	EP 6-4.a	
11. Are there written procedures implementing the AERMP?	EP 7-5.a	
12. Is there an AERC appointed?	EP 7-3.b(1)	
13. Is the AERRB established and does it meet as required?	EP 7-3.b(2), 7-7.k	
14. Does the AERA periodically review the cost effectiveness and timeliness of A-E liability cases?	EP 7-5.c-d	
15. Are customers regularly apprised of A-E liability actions?	EP 7-9.a	
16. Are quarterly and annual AERMP reports prepared and submitted?	EP 7-9.b	

Other Remarks: